

F.Y.I.

# Snow Removal Reimbursement Program

**Civic Associations ...  
Enroll by December 1 each year  
to qualify for snow removal  
financial assistance.**



# The Snow Removal Reimbursement Program



In Delaware, the Department of Transportation (DelDOT) is responsible for plowing and removing snow from major and secondary roads statewide. DelDOT's crews and equipment work throughout our three counties clearing the roads. Unfortunately, much of our equipment is too large to take into congested neighborhoods and developments, plus we do not have the staff available to reach every neighborhood in the state in a timely manner. These subdivisions must depend on their civic associations or maintenance organizations to contract with independent snow removal providers for these services.



*DelDOT's oversized highway plows are too large to get into typical neighborhood streets.*

Snow removal can be costly, especially in those years when major storms seem to come one right after the other. DelDOT can help you to recover some of those costs with our Snow Removal Reimbursement Program! This financial assistance program returns up to 75% of neighborhood snow removal costs to enrolled civic associations.



*During the record snowfall winter of 2002-2003, DelDOT spent more than \$9 million (three times the original budget) to clear our public roads. In excess of \$1.0 million of that amount was paid to subdivisions whose civic associations were participants in the Snow Removal Reimbursement Program.*

An updated list of fixed reimbursement amounts is published each year on the DelDOT website at [www.DelDOT.net](http://www.DelDOT.net). These cover the plow company's mobilization fee, the rate per road mile and rate per approved cul-de-sac or dead end. DelDOT pays the lesser of 75% of the actual invoiced cost or 75% of the fixed schedule of acceptable rates. Reimbursement Categories are based on snow accumulation amounts.

## REIMBURSEMENT CATEGORIES

<b>light snowfall</b>	<b>4" - 7.99"</b>
<b>moderate snowfall</b>	<b>8" - 11.99"</b>
<b>heavy snowfall</b>	<b>12" - 15.99"</b>
<b>severe snowfall</b>	<b>16" - 19.99"</b>
<b>blizzard</b>	<b>20" and over</b>

# How to Apply

Snow removal reimbursement is available only to official civic associations, maintenance organizations, condominium councils or similar subdivision management groups throughout Delaware.

Since the program's launch in 1997, over 600 of the 1,200+ qualified developments statewide take part in the Snow Removal Reimbursement Program.

## TO PARTICIPATE:

1. Civic associations must **register / re-register for the program by December 1 each year.**
2. Only roads dedicated to public use in approved suburban developments are eligible.
3. Applications are available on DelDOT's website at [www.deldot.net](http://www.deldot.net) or by calling the Business Office at **302-760-2085** or **800-652-5600** (in state).
4. Print and complete the application form, attach a voided check from your civic association or maintenance organization, and mail them to the address shown on the form.





# The Snow Removal Reimbursement Program At-A-Glance

## 1 Qualifying Snow Storms

Snowstorms are defined by the National Weather Service as having a measurable snow accumulation **on pavement of 4 inches or more**. If the snowfall is less than 4", DeIDOT will not pay for any snow removal expenses. The Delaware Emergency Management Agency (DEMA) is responsible for the oversight of the measurement and reporting of snowfall at each storm. DEMA is an independent agency that is not affiliated with DeIDOT.

Since it would be impossible to verify snow amounts in every subdivision, measurements are taken at four locations statewide. There is one location in each of DeIDOT's four maintenance districts.

### New Castle County

North District will be measured in Hockessin  
Canal District will be measured at the New Castle County Airport

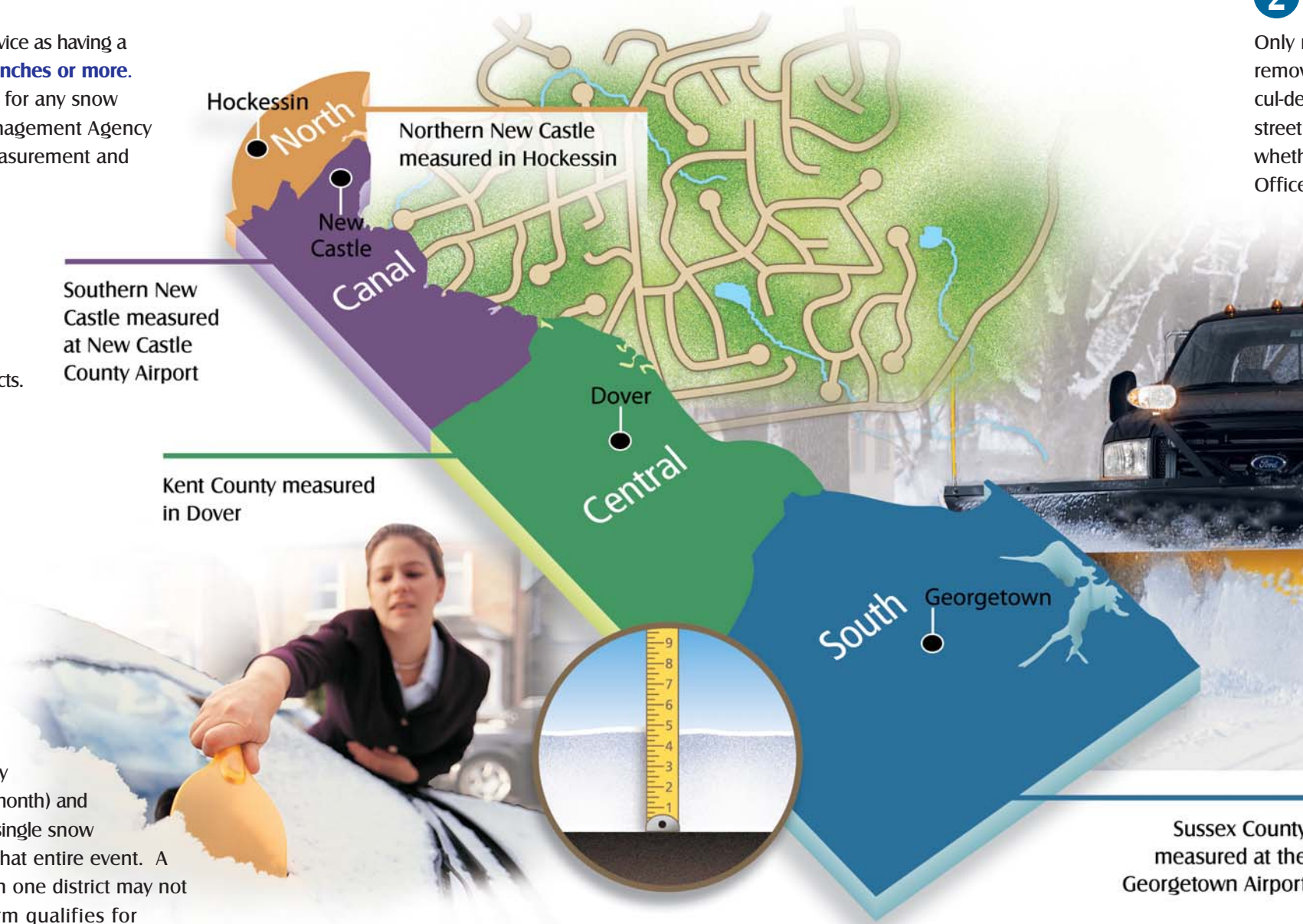
### Kent County

Central District will be measured in Dover

### Sussex County

South District will be measured at the Georgetown Airport

Snow removal reimbursement is based on snow accumulation per event. For example, a storm may begin the evening of Sunday, the 4th (of any given month) and continue overnight into the 5th. This is considered a single snow event, and only one bill should be submitted for that entire event. A snowstorm that qualifies for financial assistance in one district may not qualify in another district. To know whether a storm qualifies for reimbursement, call 1-800-652-5600 after the storm has ended to get a voice recording of the official pavement accumulation.



## 2 Eligibility

Only roads that are available for public use qualify for snow removal reimbursement. Dead end streets may be counted as cul-de-sacs provided there are homes on the section of the street that terminates in a dead end turn-around. To confirm whether your development qualifies, please call our Business Office in Dover at 302-760-2085.

## 3 Registration

Registration is required each year by **December 1**. Since the members of civic associations and program contacts change frequently, DeIDOT will mail re-registration forms in the fall to its mailing list from the previous year. If you would like to make sure your association is on the list or would like to update your information, please call the Business Office at 302-760-2085.

Re-registrations do not require voided checks each year.

## 4 Reimbursement

Visit [www.deldot.net](http://www.deldot.net) under **Community Programs and Services, Snow Removal Reimbursement Rates** for current rates.

The program pays the lesser of 75% of the actual invoiced amount or 75% of the fixed schedule of acceptable rates.

A billing form will be mailed to each accepted subdivision during the registration process. After each qualifying snowstorm complete the form, attach a copy of the snow plower's bill and proof of payment, and mail to DeIDOT. Proof of payment can be a cancelled check or a bank statement. All reimbursement requests must be received by June 1 of each year. **No reimbursements can be given if payment is made from a personal checking account.** You should receive reimbursement 7-10 business days after DeIDOT receives your billing form and proof of payment.

If your community has a cash flow problem and needs the reimbursement in order to pay the bill, DeIDOT will accept a signed, notarized "Good Faith Statement" in lieu of providing the cleared check. This "Good Faith Statement" can be found on the bottom of the billing form you will receive and is also available on the DeIDOT website.

Go to [www.deldot.net](http://www.deldot.net)  
Click on **Community Programs and Services**, then click on **Snow Removal Reimbursement Program** to get Application Forms, Reimbursement Rates, Snowfall Accumulation Information, FAQs and more.

A series of informational brochures  
from the Delaware Department of Transportation.

## For in-depth information...

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About Delaware transportation subjects, visit our web sites at:  
**[www.deldot.net](http://www.deldot.net)** **[www.DARTFirstState.com](http://www.DARTFirstState.com)**

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F.Y.I. brochures are available from the  
Office of Public Relations:

**The Capital Improvement Program and the Council on Transportation** What are they? How do they work? How can the public get involved?

**Corridor Capacity Preservation Program** What's being done to make sure existing roads can handle future economic growth?

**Transportation & Delaware's Future** Highlights of DelDOT's Long-Range Transportation Plan

**The Integrated Transportation Management System** New technologies are providing tools for reducing congestion and improving safety.

**Understanding the Pipeline Process** How ideas, plans and suggestions for transportation projects move from concept to completion.

**Public Involvement** How you can be involved in shaping transportation decisions.

**Highway Safety Improvement Program** How targeting improvements to high-accident sites is reducing the likelihood and severity of accidents on Delaware's roads.

**Customer Satisfaction Surveys** Important feedback helps us serve you better. We're listening.

**Stormwater Management** If you value Delaware's beautiful ocean, bays, rivers and streams, help us protect them by reducing water pollution "at the source."

**Red Light Enforcement System** Cameras have been installed at many intersections to reduce the number and frequency of red light violations. Stop. It's the law. It saves lives in Delaware.

For more information please contact:

Delaware Department of Transportation  
Public Relations • P.O. Box 778 • Dover, DE 19903  
(302) 760-2080 or 1-800-652-5600 (in Delaware)

